

Below are the instructions for your set-up at Taste of Oviedo.

**PLEASE READ THESE CAREFULLY!**

**Hours for Taste 10am – 6pm**

If you are not the person manning your booth, please forward to the appropriate person. All the information you will need is in this email which includes:

1. Directions
2. Instructions on check in/set up/breakdown
3. Rules and regulations
4. Testimonials
5. Lodging information

**Directions:** The address for the Oviedo Mall is 1700 Oviedo Mall Blvd., Oviedo 32765. Some maps and GPS will still have the old road name which would be 1700 Oviedo Marketplace Blvd. Enter from the west end of the Oviedo Mall. The easiest way is to take Red Bug Lake to Oviedo Mall Blvd. Once you turn on Oviedo Mall Blvd. we are located by Chamberlains that has a green overhang on their building. You will also see tents already up. Your space will be numbered with white duct tape. Please remove the duct tape once you occupy your space.

**Check in:** We will have volunteers checking in vendors as you enter the event area. They will have Taste T-shirts on with a list of all the vendors. Please just inform one of them that you are here so we can check you off our list. We will **not** hand you a vendor packet as everything you need is in this email. Bring this set of instructions and the rules and regulations with you to avoid confusion. Restaurant vendors must bring their license.

**Set up:** You are able to set up on Friday, March 10 between 3pm – 7pm or Saturday, March 11 after 6am. REMEMBER THAT ALMOST 200 VENDORS WILL BE TRYING TO SET UP SO PLEASE DON'T WAIT UNTIL LAST MINUTE. All vehicles must be out of the event area by 9:45am and the police will be enforcing this at 10am. We appreciate your cooperation on this. There is no need for parking passes or designated vendor parking since the Oviedo Mall has plenty of parking. The duct tape with your booth space number will have an arrow on it. Your space starts at that piece of duct tape and goes in the direction of the arrow. If you need additional space for your performances or other activities please purchase a performance area that is a 20x20 space. A reminder to all vendors with power – please bring extension cords. We will have a power outlet near you, but that does not mean it will be in your tent space. We have several large generators that will have connections extended down the power rows.

**Break down:** Do not drive your vehicle in the event area before 6 pm. There are little children that you could injure. This is about safety. We don't want anyone hurt. **No booth may be dismantled prior to 6pm.** Since this is such an extensive issue that too many vendors tend to do...we will have our committee marking down all the vendors that leave early and you will not be allowed in next year. Booths must be completely dismantled and removed by 8 pm on Saturday, March 11. Any exhibit or part of an exhibit left in the exhibit area after 8 pm will be removed and at the cost of the booth exhibitor. Any person(s) used to remove such material will assume no responsibility for loss or damage.

**I KNOW THAT EVERYONE HAS ALREADY AGREED TO THESE RULES WHEN THEY CHECKED THE BOX AT REGISTRATION, BUT I THOUGHT I WOULD ATTACH THEM AGAIN.**

## **RULES AND REGULATIONS**

### **RULES AND REGULATIONS**

I agree to indemnify and hold harmless the Oviedo Winter Springs Regional Chamber of Commerce, the city of Oviedo, Oviedo Mall, Oviedo Fund LLC, Oviedo Fund Manager LLC, Urban Retail Properties LLC and CMFG Life Insurance Company from any personal injury which I or my helpers, employees or assistants may sustain during setup, dismantling or while participating in the 2017 Taste of Oviedo or any injury to third parties that may be caused by myself, my helpers, employees or assistants. I also understand that the neither the 2017 Taste of Oviedo, nor any of the above-named parties carries any insurance to cover my personal property. As an independent contractor, I am advised to carry my own insurance to cover my personnel or my property.

Further, I hereby grant full permission to the event organizers and/or other agents authorized by them to use photos, videos, recordings, or other records of this event for legitimate reasons.

Vendors can be moved if there are too many similar businesses near each other.

No selling or giving away water, soda or alcohol.

No refunds. All sales are final. Event happens rain or shine.

SET-UP: All exhibitors must be set up no later than 9:30 a.m. on Saturday, March 11, 2017. No booth may be dismantled prior to 6:00 p.m. Violators of this rule may be banned from future festivals. Booths must be completely dismantled and removed by 8:00 p.m. on Saturday, March 11, 2017. Any exhibit or part of an exhibit left in the exhibit area after 8:00 p.m. will be removed and the cost of the removal will be borne by the booth exhibitor. Any person(s) used to remove such material will assume no responsibility for loss or damage.

APPLICATION FEE: To qualify for the membership rate, applicant must be a Chamber Member (dues are paid to date) on the day of the event, March 11, 2017. If applicant is a current member but that membership lapses before March 11, 2017, the applicant will have to pay the additional application fee before the day of the event, in order to exhibit. The fee must be paid in full on-line to complete your order. DEADLINE FOR APPLICATION IS March 5, 2017. After that date there will be a \$25 late fee assessed and no guarantee of inclusion in the festival guide. Note: Sometimes we sell out before the deadline. There will be NO refunds for any reason, including inclement weather.

ENTERTAINMENT AT EXHIBIT: All entertainment that you would like to have at your exhibits (i.e. Characters in costume, face painter, photographer, snow cone machine, fire dancers) must be approved of by the Committee. The Committee reserves the right to decline or prohibit entertainment for any reason.

CHARACTER OF EXHIBIT: All exhibits are at the discretion of the Committee. The Committee reserves the right to decline or prohibit any exhibit or exhibitor that, in the Committee's opinion, is not suitable for the event. This clause includes conduct, printed material, souvenirs, catalogs, artwork and all other things, that in the opinion of the Committee affect the character of this event.

NON-EXCLUSIVITY: All exhibitors, once accepted by the Committee, are aware that there will be NO exclusivity as to the nature, type or kind of displays. Because of this, the Chamber retains the right to modify the booth arrangement to evenly space out similar businesses. Exclusivity may be applied as it pertains to certain sponsorships.

BOTH SPACE/SIZE: Each booth space will be clearly marked. Exhibitors may not extend their booth space beyond the area assigned; 10'x10' for Business and Arts & Crafts, 15'x15' for restaurants. All exhibitors will be responsible for their own setup and breakdown, and for all items necessary for display. Booth sharing is not allowed. You are responsible for

bringing weights for your booth as the parking lot can get windy. Any damage in the event area that results from your tent/materials will be your responsibility.

**ARTS AND CRAFTS:** All Arts and Crafts must be made/crafted by the exhibitor. We do not allow resale items.

**COMBUSTIBLE FUELS:** There will be no combustible fuels or open flame equipment allowed in the display area unless prior written permission is received from the Committee. NO generators of any type will be allowed. Power is available for purchase within designated areas of the festival for an additional charge.

**PARKING:** Exhibitor parking will be spaces outside the exhibit area at Oviedo Mall. Parking is on a first come – first serve basis with plenty of spaces available. All exhibitors agree to comply with traffic flow rules that are in place during setup and breakdown times. On the day of the event, exhibitor vehicles are NOT ALLOWED in the exhibit area between 9:00 am and the end of the event. Oviedo police determine when it is safe for vehicles to re-enter the exhibit area. Violators of this rule may be banned from future festivals.

**DECORATIONS, SIGNS, FURNITURE, ETC:** Exhibitors may equip their space with furniture, potted plants, flowers and other special effects as long as they do not obstruct the general view of any other exhibit. Exhibitors are prohibited from obstructing pathways marked for emergency vehicles and carts that are used by officials of the event. All items must be kept within the boundaries of the exhibitor's 10'x10' space (15'x15' for restaurants) unless otherwise approved by the Committee.

**EXCESSIVE NOISE/DEMONSTRATIONS:** Musical instruments, stereos, radios, machines, sound systems and televisions may be operated under the following regulations: (1) Volume of all above-mentioned equipment must be kept to a minimum. (2) Exhibitors are not allowed to use loud speakers or amplifiers of any kind in their booths without written permission of the Committee.

**SOLICITATION:** All solicitation, petitioning or drawing for prizes must be done from within the exhibitor's booth. Exhibitors are NOT ALLOWED to walk with items or literature. If this occurs, the exhibitor will be asked to cease and if a second occurrence is noted, the exhibitor will be expelled from the event.

**LIVE ANIMALS ARE NOT PERMITTED IN ANY EXHIBIT:** They are specifically excluded from our insurance coverage and may not be brought to the event. Only service animals are permitted.

**EXPULSION:** The Committee reserves the right to expel any exhibitor who refuses to comply with the above-mentioned Rules and Regulations. Such exhibitors will forfeit all fees.

If you have any issues or problem my cell number is 407-491-7730. I will be onsite starting on Thursday, March 9. Thank you for your participation in this exciting event!

Bridget Lake

Senior Director of Sponsorships & Events

407-278-4871